

Career and Workplace Resources Catalogue 2011

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PLANNING

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EMPLOYMENT

Find publications to help you search for work and be successful on the job.

LEARNING

Access our information to plan and achieve your educational goals.

WORKPLACE

Check out the topics in our series of Human Resource Strategies for Employers and other resources for everyone in the workplace.

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Alberta

Catalogue Item # 757810

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Career and Workplace Resources
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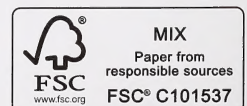
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Information in this publication was accurate, to the best of our knowledge, at the time of printing. However, legislation, labour market information, websites and programs are subject to change, and we encourage you to confirm with additional sources of information when making career, education, employment and business decisions.

ISBN 978-0-7785-8839-9
01/2011 - 8M



Career and Workplace Resources Catalogue 2011

This catalogue provides you with information on current, easy-to-understand publications and posters about career planning, the workplace, human resource strategies for employers and the labour market. We specialize in information resources to help Albertans make informed decisions about their careers, learning and employment.

Order our resources

- online at alis.alberta.ca/publications
- by fax at 780-422-9750; use the Order Form on p. 30

View or download

Most of our publications are available to view or download at alis.alberta.ca/publications (under *Publications*, click on *View PDF Products*).



Are you

a Career and HR Practitioner?

See the Index starting on p. 26 for our list of Professional Resources, as well as a full list of resources by topic and audience.

a Teacher/Counsellor?

Look for **AUTHORIZED BY ALBERTA EDUCATION** to find curriculum resources authorized by Alberta Education or turn to the Index on p. 26 for our full list of Authorized Resources.

an Employer?

Look for **EMPLOYER HR SERIES** to find resources that address HR issues or turn to the Index on p. 26 for a full list of these and other workplace resources.

Inside you'll find

- content description, photo and pricing for each publication
- photo and pricing for each poster
- a list of curriculum resources authorized by Alberta Education, current at time of publication
- a resource index sorted by topic and audience

AT A GLANCE

Many of the resources in this catalogue cover topics for a variety of audiences.

A resource index by topic and audience can be found on page 26.

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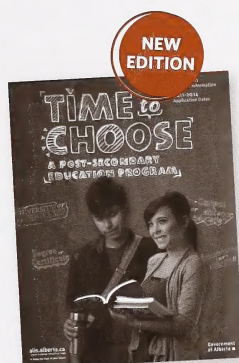
Workability: What you need to get & keep a job **23**

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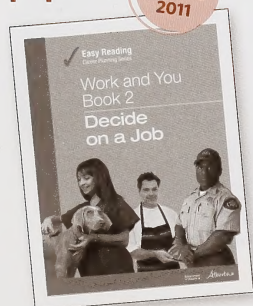
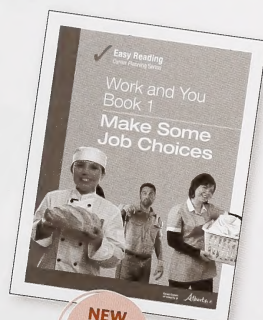
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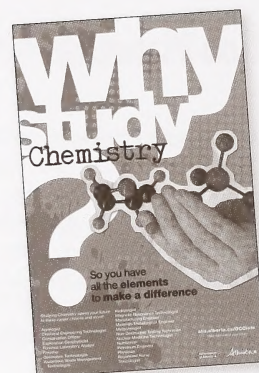


Occupational Information

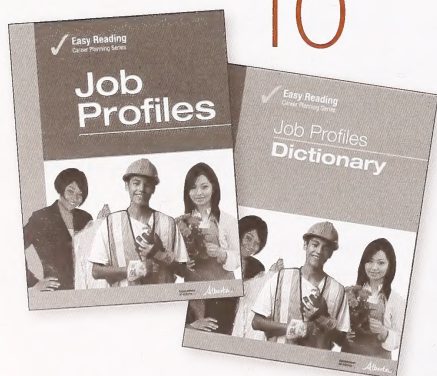
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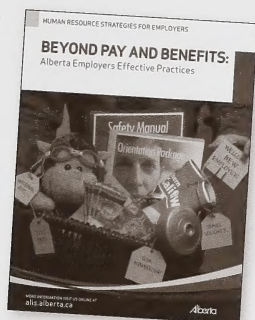
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OCCinfo online has
the scoop on salaries,
duties and working
conditions for over 500
Alberta occupations.
alis.alberta.ca/occinfo

Check out the
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for publications
sorted by topic
and audience.

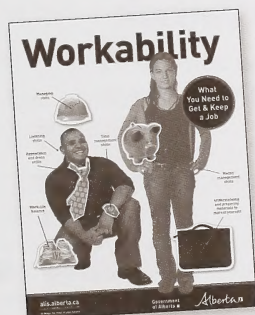


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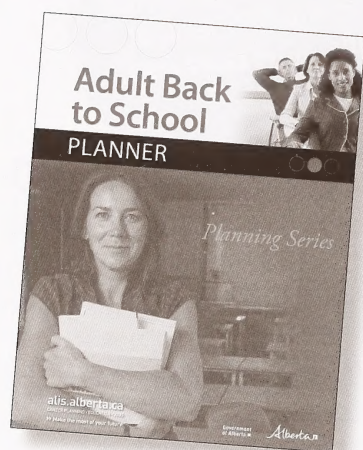
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PUBLICATIONS



Adult Back to School Planner

(workbook, 56 pp.)

INTENDED AUDIENCE: job seekers; workers; newcomers

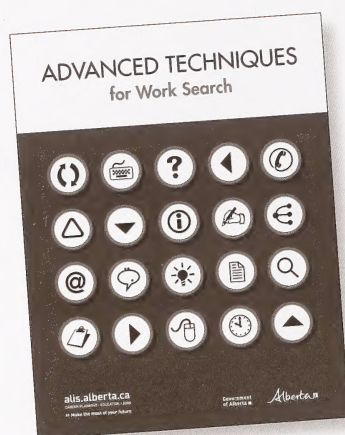
Everything an adult needs to know about going back to school—making a plan, anticipating the challenges and knowing where to go for support. This workbook deals with how to cope with change, organize your life, take care of the kids, and more. It also covers effective study habits so you can get your homework done and maintain some balance in your life.

Part of a planning series that includes *Career Planner* and *Education and Training Planner*.

Catalogue Item # 686446

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Advanced Techniques for Work Search

(workbook, 108 pp.)

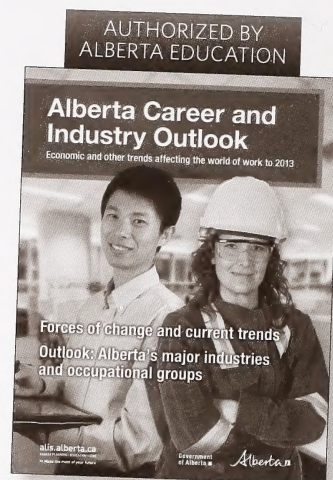
INTENDED AUDIENCE: job seekers

This workbook is designed to help self-directed adults with experience in the workforce or post-secondary education and training improve their work search strategies. Learn to sell your skills in today's competitive job market using portfolios, proposals, cover letters, resumés and curricula vitae. Features new information on networking, information interviewing, using the Internet in your work search and formatting and tailoring your resumé.

Catalogue Item # 462135

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Alberta Career and Industry Outlook

Economic and other trends affecting the world of work

(book, 52 pp.)

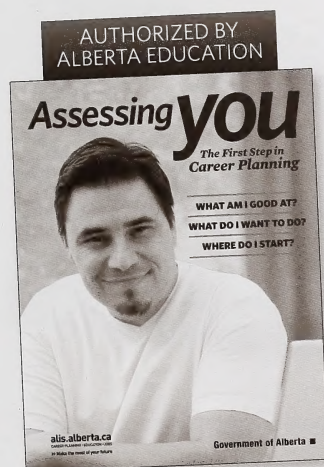
INTENDED AUDIENCE: job seekers; employers, including managers/supervisors; workers; teachers/counsellors

This book looks at the global and provincial trends affecting Alberta's economy and society. These trends have an impact on occupations in the province and can affect career planning decisions.

Catalogue Item # 708406

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$6.00 each



Assessing You

The first step in career planning

(workbook, 60 pp.)

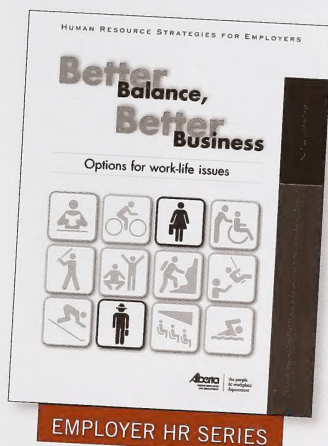
INTENDED AUDIENCE: job seekers; youth; teachers/counsellors

A self-assessment workbook to help you learn about the skills and assets you have that will help you adapt in today's world of work. Read about the skills employers are looking for and work on exercises that will help identify your own strengths. Includes suggestions for keeping track of your skills and ideas for repackaging your career assets to suit your current needs. By the end of the book you will have developed a summary of personal assets that will help you with future career choices.

Catalogue Item # 739097

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each



Better Balance, Better Business

Options for work-life issues

(book, 48 pp.)

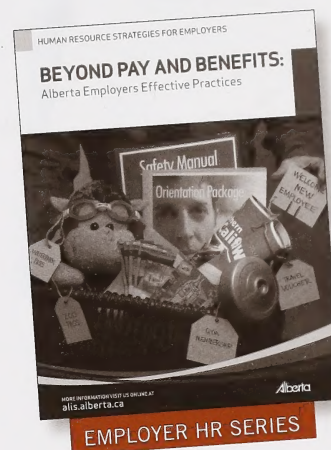
INTENDED AUDIENCE: employers, including managers/supervisors

The often conflicting demands of work and personal time commitments of employees can create stress and other issues for both companies and their staff. This publication presents employers with the business case for why they should care about this issue, ways to improve the situation that will benefit both employers and employees, and ideas about making these useful changes.

Catalogue Item # 534091

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Beyond Pay and Benefits

Effective practices from Alberta employers

(book, 44 pp.)

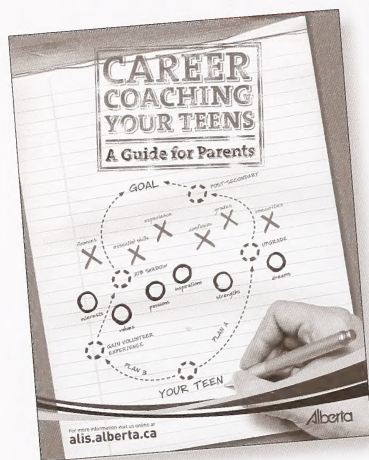
INTENDED AUDIENCE: employers, including managers/supervisors

Are you successfully recruiting and retaining your employees solely based on your wage and benefits packages? In this publication, Alberta business owners and managers share effective recruitment and retention practices that go beyond pay and benefits.

Catalogue Item # 708381

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.50 each



Career Coaching Your Teens

A guide for parents

(book, 28 pp.)

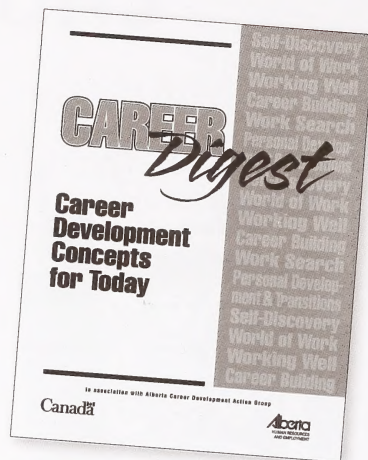
INTENDED AUDIENCE: parents; teachers/counsellors

This guide offers practical ideas and resources to help parents support their teens as they explore career options and make informed career decisions. This Alberta version has been modified from the resource *A Career Development Resource for Parents: Helping parents explore the role of coach and ally*, developed by the Canada Career Information Partnership (CCIP).

Catalogue Item # 708357

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: The original CCIP resource is available online at www.ccdf.ca.



Career Digest

Career development concepts for today

(facilitator guide/handouts, 3-hole punched, 107 pp.)

INTENDED AUDIENCE: career and HR practitioners

Whether you're helping clients or students maintain momentum or follow their passions, *Career Digest* has something for you. This package provides short, easy-to-read articles covering Self-Discovery, World of Work, Working Well, Career Building, Work Search, and Personal Development and Transitions. It also has a facilitator's guide with examples of ways the articles can be used as handouts in group or classroom settings.

Catalogue Item # 407347 English

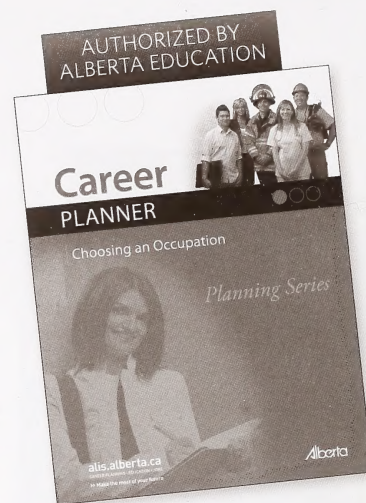
Catalogue Item # 408600 French

(Sélections Carrière: Concepts en développement de carrière pour le monde d'aujourd'hui)

Professional Resource (no online version available)

Alberta, NWT and Nunavut residents: \$15.00

Out of Alberta: \$25.00



Career Planner

Choosing an occupation

(workbook, 80 pp.)

INTENDED AUDIENCE: job seekers; youth; teachers/counsellors

How do you decide what occupation is right for you? Take the five steps to a new career path. This plain language workbook is full of exercises and tips to work through the steps. It covers all of your questions:

- What am I doing right now?
- What do I need to know?
- What are my best choices?
- What do I need to do now?
- What actions will I take?

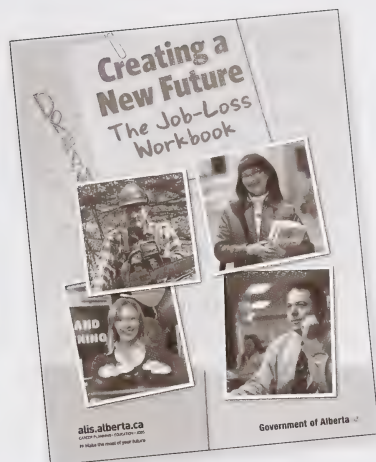
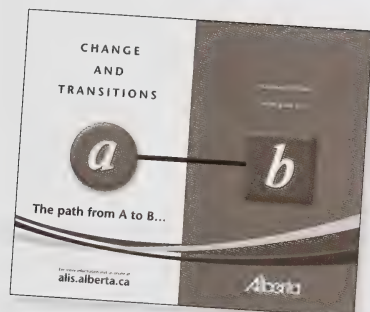
The resource section offers additional sources of help.

Part of a planning series that includes *Adult Back to School Planner* and *Education and Training Planner*.

Catalogue Item # 462101

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each



Change and Transitions

The path from A to B

(book, 36 pp.)

INTENDED AUDIENCE: job seekers; workers

Change is all around us, every day. Sometimes we want change in our life, and we make it happen. But sometimes change happens when we don't want it. This book explores change and the emotional transitions and stresses that go with it. Full of examples, exercises, practical tips and strategies, *Change and Transitions* encourages us to make the most of change.

A related poster, *Life Changes*, is also available. See page 24.

Catalogue Item # 458910

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.00 each
10+ copies \$5.00 each

Creating a New Future

The job-loss workbook

(workbook, 64 pp.)

INTENDED AUDIENCE: job seekers

Are you suddenly without work? You're not alone. The question is how do you feel and what do you do about it? This workbook offers a range of practical information, exercises and options to ease the transition from being employed to being unemployed, to moving on and creating a new future. Topics include response to job loss, negotiating a severance package, financial planning, coping, building a support network, retraining and work options, and much more. Includes personal stories from others—how they handled their failures and successes and how they turned crises into opportunities.

Catalogue Item # 265886

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each

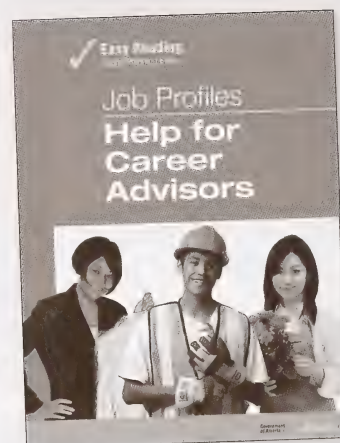
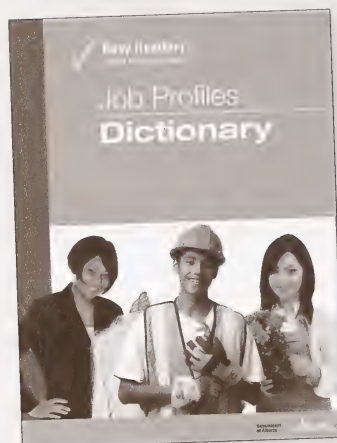
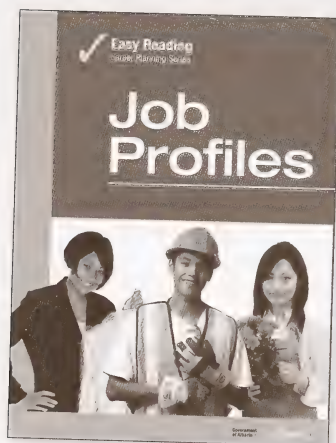
Stay informed about what's new. Subscribe to our eNewsletter at alis.alberta.ca/subscription.

Check out the Index on page 26 for publications sorted by topic and audience.

Easy Reading Career Planning Series

INTENDED AUDIENCE: low literacy; newcomers; teachers/counsellors; career and HR practitioners

This series of career planning resources, written and designed for a Grade 2 to 3 reading level, helps adults with low literacy expand their knowledge of occupations and choose an occupational goal. The resources in the series are interdependent.



Job Profiles

(online resource)

These 24 job profiles are adapted from existing Alberta Occupational Profiles. Each job profile includes a story of someone in the job, as well as information on duties, working conditions, personal characteristics, hourly wages and related jobs.

Available online only.

Download individual job profiles at alis.alberta.ca/EasyReading or by Occupational Cluster at alis.alberta.ca/ERadvisors.

Job Profiles Dictionary

(online resource)

This dictionary supplements the Easy Reading *Job Profiles* and *Work and You* books. It includes definitions for difficult words and an explanation of the eight occupational clusters used throughout the Easy Reading Career Planning Series.

Available online only.

Download at alis.alberta.ca/EasyReading or use online at alis.alberta.ca/ERdictionary.

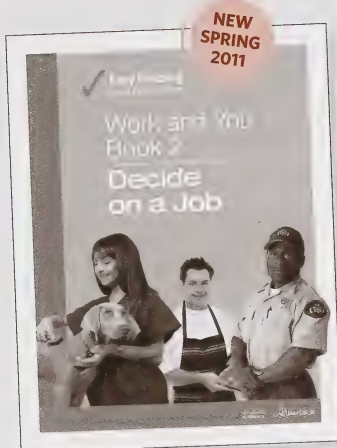
Job Profiles Help for Career Advisors

(online resource)

This guide to the Easy Reading *Job Profiles* is for career advisors and tutors who work with adults with low literacy skills. It provides advisors with practical tools and information to help them support their clients with career planning. It includes information on occupational clusters, tips on using the Easy Reading *Job Profiles* with clients and easy reference charts.

Available online only.

Download at alis.alberta.ca/ERadvisors.



Work and You Book 1

Make some job choices

(workbook, 2011)

The first career planning book in the Easy Reading series uses stories, checklists and exercises to help adults with low literacy create a short list of one to three jobs to investigate. *Work and You Book 1* takes readers through a brief self-assessment and introduces them to the Easy Reading occupational clusters. Readers are encouraged to contact their career advisor or tutor for help when using this book.

Catalogue Item # 757714

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.50 each

Work and You Book 2

Decide on a job

(workbook, 2011)

The second career planning workbook in the Easy Reading series helps readers research and evaluate the short list of jobs they created in Book 1. In the end, readers choose an occupational goal to pursue. Like Book 1, this book uses stories, checklists and exercises to help readers through each step. It is recommended that readers complete Book 1 before beginning Book 2. Readers are encouraged to contact their career advisor or tutor for help when using this book.

Catalogue Item # 757715

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.50 each

Work and You Help for Career Advisors

(online resource, 2011)

This guide to the *Work and You* books is for career advisors and tutors who work with adults with low literacy skills. It will help advisors walk clients through each step of the workbooks. The guide includes objectives and strategies, supplemental activities and other resources to help advisors support clients with career decision-making.

Available online only.

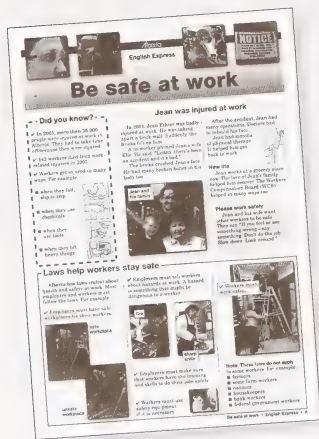
Download at alis.alberta.ca/ERadvisors.

Easy Reading work-related guides

(formerly English Express supplements)

INTENDED AUDIENCE: low literacy; newcomers; workers; job seekers; teachers/ counsellors; career and HR practitioners; employers, including managers/supervisors

These newspaper-style guides for adults with basic reading skills provide low literacy information on workplace and work search topics. Accompanying **Teaching Notes** are available under each guide at alis.alberta.ca/publications. The guides can be viewed online in large format. Order individually.



Be Safe at Work

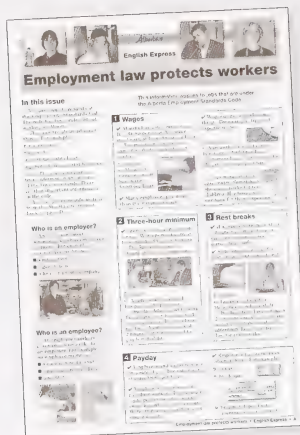
(newspaper-style guide, 4 pp.)

Be Safe at Work provides easy-to-read information about how to stay healthy and safe on the job. It illustrates how to spot danger, use safety equipment, report injuries and share health and safety concerns with employers.

Catalogue Item # 675118

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: \$2.00



Employment Law Protects Workers

(newspaper-style guide, 4 pp.)

Employment Law Protects Workers provides basic information about minimum wage, vacations, rest breaks, overtime, statutory holidays and how to read a pay stub.

Catalogue Item # 707929

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: \$2.00



Looking for a Job

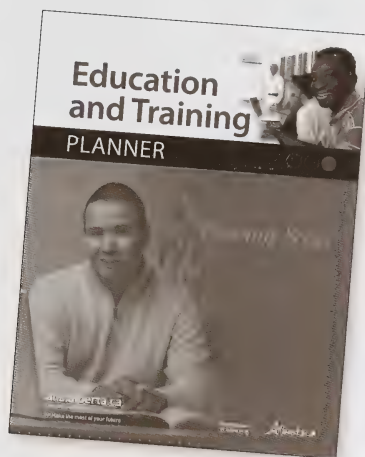
(newspaper-style guide, 8 pp.)

Looking for a Job helps people learn important job search skills such as identifying skills and interests, setting goals, preparing a resumé, developing a back-up plan and preparing for a job interview.

Catalogue Item # 757718

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: \$2.00



Education and Training Planner

(workbook, 60 pp.)

INTENDED AUDIENCE: job seekers

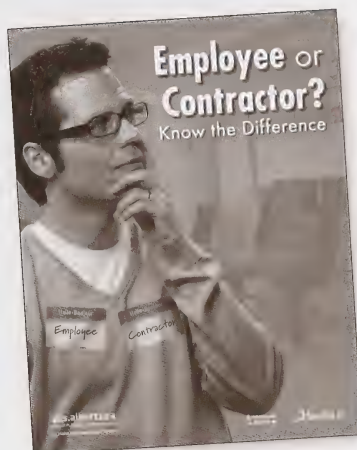
Are you planning to take an education or training program? Know what your education and training options in Alberta are. This workbook will help you through all of the steps—being a smart shopper and choosing the right program and the right school, applying for admission and thinking about money. The resource section offers additional sources of help.

Part of a planning series that includes *Adult Back to School Planner* and *Career Planner*.

Catalogue Item # 462119

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Employee or Contractor?

Know the difference

(book, 28 pp.)

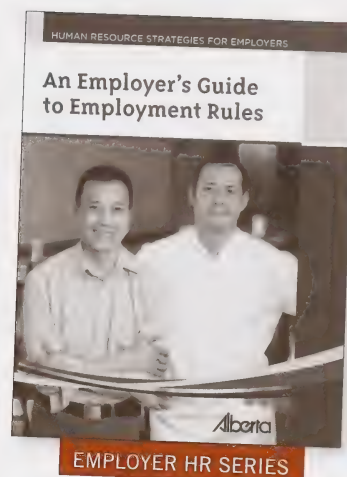
INTENDED AUDIENCE: employers, including managers/supervisors; workers

Whether you're an employer or a worker you may need to know the difference between "employee" and "contractor" status—and the implications and requirements of each. This resource provides basic information on the factors and definitions different levels of government apply to determine employment status.

Catalogue Item # 708399

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.50 each



An Employer's Guide to Employment Rules

(book, 44 pp.)

INTENDED AUDIENCE: employers, including managers/supervisors

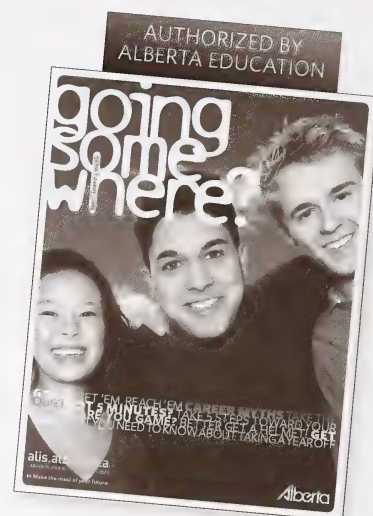
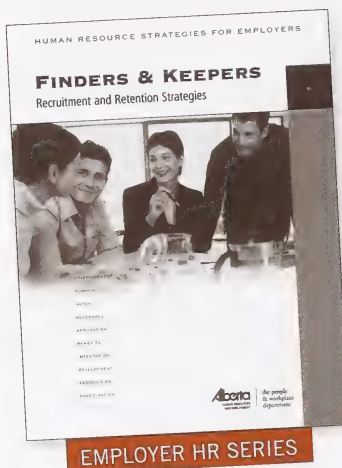
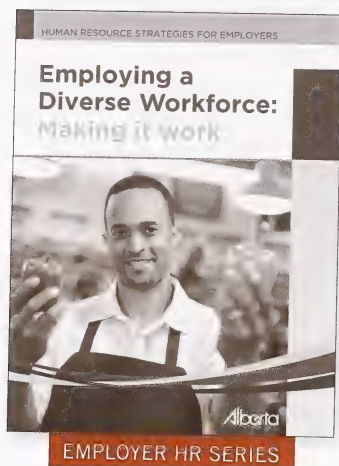
When hiring, paying and terminating employees in Alberta, you must follow employment rules set by provincial and federal departments and agencies. *An Employer's Guide to Employment Rules* provides an overview of the employment legislation you, your managers and your accounting staff need to know—including regulations on employment standards, human rights, workplace health and safety, and information and privacy. It also outlines procedures and requirements for hiring foreign workers, determining and remitting deductions to Canada Revenue Agency, and obtaining valid Social Insurance Numbers. A comprehensive contact list is included.

A *Workplace Rights and Responsibilities* poster is also available. See page 25.

Catalogue Item # 752507

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Employing a Diverse Workforce

Making it work

(book, 44 pp.)

INTENDED AUDIENCE: employers, including managers/supervisors

Employing a diverse workforce and creating an inclusive workplace is a strategy that works for both employers and workers. This book provides you with examples from Alberta employers on how to retain and engage a highly motivated and diverse workforce.

Catalogue Item # 675126

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each

Finders & Keepers

Recruitment and retention strategies

(book, 64 pp.)

INTENDED AUDIENCE: employers, including managers/supervisors

Employers who are able to find and keep valued employees gain the upper hand in today's labour market. *Finders & Keepers* provides proven strategies and practical tools to help small- and medium-sized employers attract, recruit, select and retain employees. It condenses best practices and current research into practical and affordable steps. It also contains information about additional resources and includes blank worksheets.

Catalogue Item # 505232

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each

Going Somewhere?

Live/Learn/Work

(book, 36 pp.)

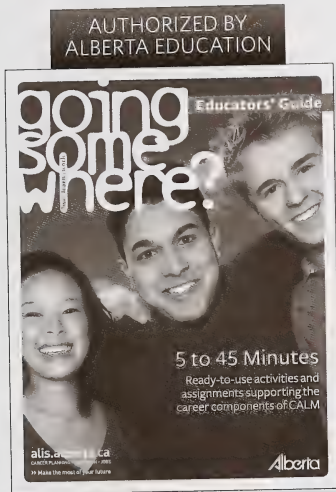
INTENDED AUDIENCE: youth; teachers/counsellors

Thinking about your life after high school? *Going Somewhere?* is about you and your future—your next five minutes, your next two weeks, your next two years. It's a quick introduction to career development for young people. The articles inside help you discover your interests, passions, skills and strengths so you can begin to plan your life, learning and work.

Catalogue Item # 752509

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Going Somewhere? Educators' Guide

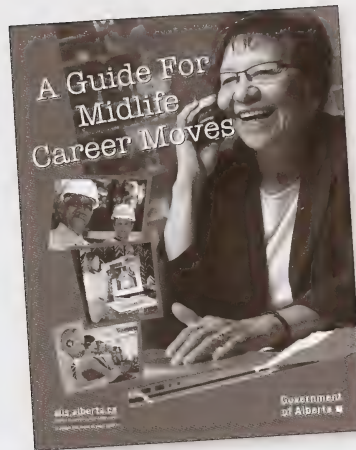
(online resource)

INTENDED AUDIENCE: teachers/counsellors

This Educators' Guide contains classroom activities that reinforce topics and concepts in *Going Somewhere? Live/Learn/Work*. It includes general learner outcomes for Career and Life Management Studies (CALM), critical concepts for educators and students, photocopy-ready activities, questions for discussion and links to relevant resources.

Available online only.

Download at alis.alberta.ca/publications.



A Guide for Midlife Career Moves

(book, 44 pp.)

INTENDED AUDIENCE: older workers (age 45+)

Changes in your work life may come gradually or quite suddenly. Regardless of why you are going through a career transition, this book for job seekers aged 45+ will help you take stock of where you are now and where you want to be.

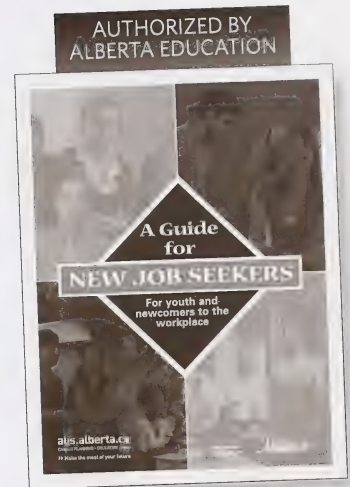
You'll learn to identify the skills you currently have and how to apply them in a wide variety of work settings, discover that it's never too late to learn new skills, recognize the many positives for hiring mature workers and learn how to combat some of those negative beliefs that employers may have.

Find out more about the different work options available to you, determine your financial and lifestyle needs and gather more resources to move forward as you begin your midlife career transition.

Catalogue Item # 505191

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



A Guide for New Job Seekers

For youth and newcomers
to the workplace

(workbook, 64 pp.)

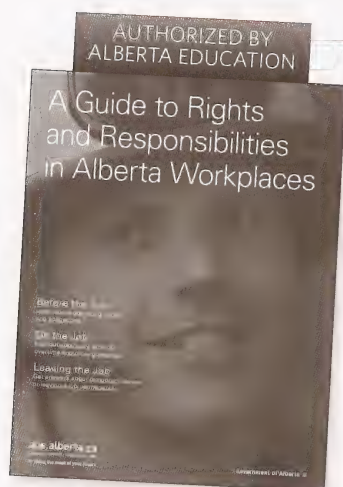
INTENDED AUDIENCE: youth; newcomers; job seekers; teachers/counsellors

A basic guide to finding entry-level work for people who are new to the job search process. It features a skills inventory based on Conference Board of Canada Employability Skills 2000+, sample cover letters and resumés, tips for completing an application form and interview preparation questions. Also features information on scannable resumés.

Catalogue Item # 755290

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



A Guide to Rights and Responsibilities in Alberta Workplaces

(book, 36 pp.)

INTENDED AUDIENCE: youth; newcomers; job seekers; workers; teachers/counsellors

Legislation specifies many of the rules that must be followed in the workplace. If you are new to the Alberta workplace, this publication can help you find answers to questions about employment standards, health and safety, human rights, and workers' compensation procedures. Listed phone numbers and websites direct you to contact information to help you stay within the rules.

A *Workplace Rights and Responsibilities* poster is also available. See page 25.

Catalogue Item # 567266

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Job Smart

Tips for staying employed

(book, 36 pp.)

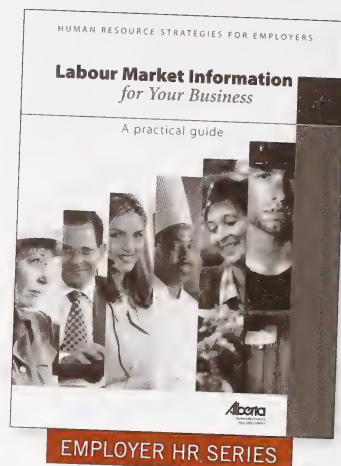
INTENDED AUDIENCE: workers; youth; teachers/counsellors

This basic guide to keeping a job features information about what employers are looking for in their employees. It includes self-assessment exercises, tips on problem solving and a list of helpful community resources. Written in plain language.

Catalogue Item # 505240

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Labour Market Information for Your Business

A practical guide

(book, 40 pp.)

INTENDED AUDIENCE: employers, including managers/supervisors

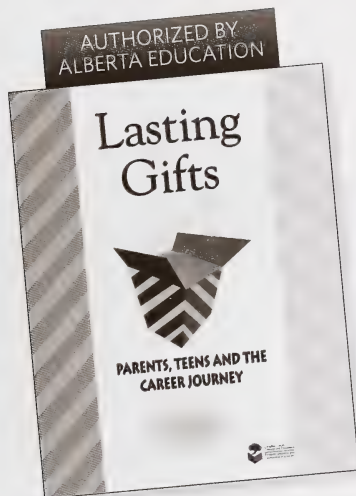
What is labour market information? Why should employers want to know about it? How is it used? This publication presents a business case for using labour market information to achieve greater productivity and competitiveness, provides testimonials from employers who have used labour market information to their advantage and lists many current links to reliable labour market information.

Catalogue Item # 623878

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.50 each

See the Index
on page 26 for a full
list of curriculum
resources authorized
by Alberta
Education.



Lasting Gifts

Parents, teens and the career journey

(book, 56 pp.)

INTENDED AUDIENCE: parents; youth

"There are only two lasting things that we can give our children. One is roots, the other is wings." *Lasting Gifts* gives parents a wise, warm, supportive framework for helping their teens prepare for the challenges ahead. Chapters are based on the High Five messages: Change is Constant, Follow Your Heart, Focus on the Journey, Be an Ally, and Stay Learning. Practical exercises help parents and teens sort out their respective values and dreams.

Catalogue Item # 306854

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: Not available



Leaving Your Small Business

Your plan for a successful transition

(book, 24 pp.)

INTENDED AUDIENCE: employers, including managers/supervisors

What is a business succession or transition plan? Why should I have a succession plan? How do I develop a plan? Find answers to these and other important questions in this practical guide for small business owners. At some point you will be leaving your business, whether you sell, transfer your business to others or simply close the doors. Having a succession plan will help ensure value in your business, optimize financial security (including capital gains and tax implications), enhance employee relationships and provide peace of mind knowing that your business legacy will align with your vision.

Catalogue Item # 675142

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each

10+ copies \$5.00 each



Let's Talk

A guide to resolving workplace conflicts

(book, 32 pp.)

INTENDED AUDIENCE: workers; employers, including managers/supervisors; youth; teachers/counsellors

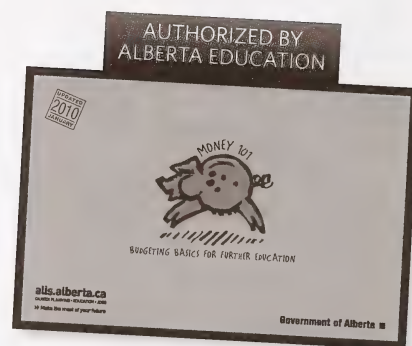
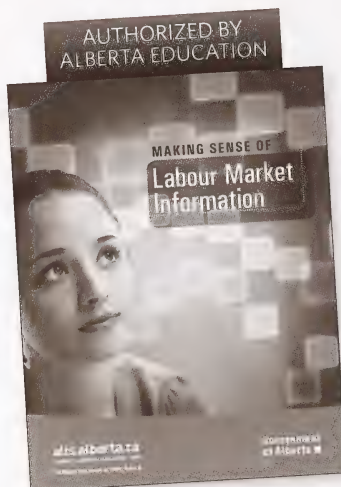
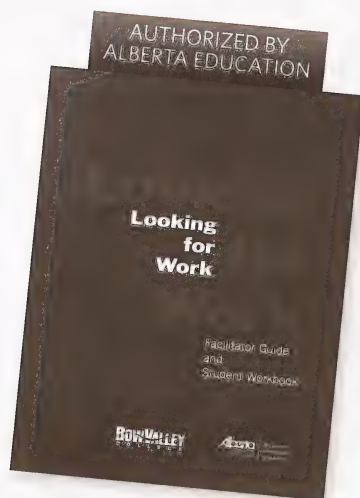
If you've ever experienced disagreements in the workplace, this book is for you. The conflict resolution methods presented are helpful for employees and employers of large, medium and small organizations, whether it's a private sector company or a not-for-profit association. Contains information on how to handle situations internally and where to get outside help.

Catalogue Item # 686438

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each

10+ copies \$5.25 each



Looking for Work

Facilitator guide and student workbook

(facilitator guide, 67 pp.; student workbook, 153 pp.)

INTENDED AUDIENCE: career and HR practitioners; low literacy; job seekers; youth; teachers/counsellors

Looking for Work, a facilitator guide with a master photocopy-ready student workbook, is designed to help tutors and instructors prepare lessons and provide activities for people who face literacy as a barrier to finding work. The student workbook, written at a Grade 5 reading level, is ideal for individual and group settings. This publication was originally produced in partnership with Bow Valley College and the National Literacy Secretariat.

Catalogue Item # 462078

Professional Resource (no online version available)

Alberta, NWT and Nunavut residents: \$12.00

Out of Alberta: \$12.00

Making Sense of Labour Market Information

(book, 32 pp.)

INTENDED AUDIENCE: job seekers; youth; workers; teachers/counsellors; career and HR practitioners

If you're not sure what labour market information is, why you need it or where to find it, then this book is for you. It provides examples of how to use labour market information when making career, learning and employment decisions.

Catalogue Item # 505258

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each

10+ copies \$5.50 each

Money 101

Budgeting basics for further education

(book, 56 pp.)

INTENDED AUDIENCE: youth; parents; teachers/counsellors

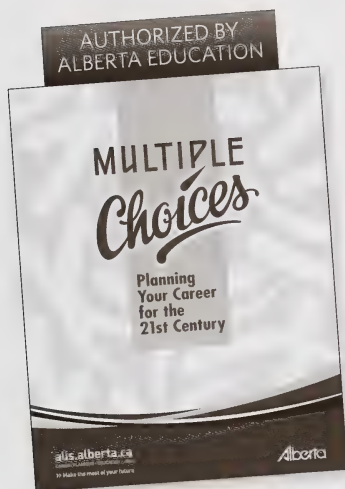
How are you going to pay for studies at a Canadian college or university? Enrol first in *Money 101*, a short course about the hard-rock realities of financing your education. *Money 101* offers straight talk about why you should invest in further education, how to set personal goals and how to figure out what your education will cost. The book offers suggestions on ways to pay for it, budgeting, banking and avoiding the pitfalls of plastic, and stretching your \$\$\$\$. Students share their experiences with handling money.

Catalogue Item # 563537

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each

10+ copies \$5.25 each



Multiple Choices

Planning your career for the 21st century

(book, 64 pp.)

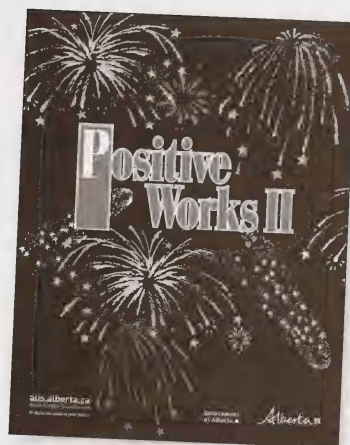
INTENDED AUDIENCE: job seekers; youth; teachers/counsellors

Every day you are making multiple choices on this journey called life. This book will help you become comfortable with your choices along the way and provide you with the career building knowledge and skills you need to make decisions more easily. Practical exercises help you clarify your dreams, identify your skills and assets and recognize attitudes and beliefs that either support or hinder you on your life's journey.

Catalogue Item # 359069

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each



Positive Works II

(workbook, 64 pp.)

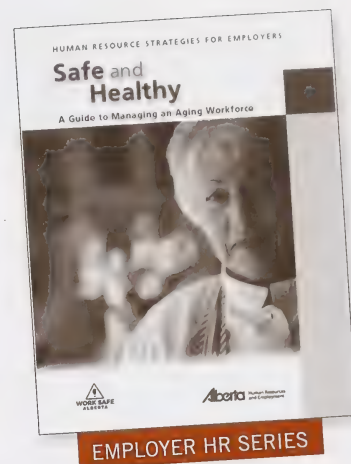
INTENDED AUDIENCE: job seekers; workers

If you believe there are no jobs out there, then you probably won't put much effort into getting one. But if you believe there are opportunities out there, then there will be nothing stopping you. It's amazing what you can accomplish by changing negative attitudes and beliefs into positive ones. This book is full of exercises and tips to help you put those positives to work for you in all areas of your life: goal-setting, learning, improving relationships, coping with stress, and finding and keeping work.

Catalogue Item # 332891

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Safe and Healthy

A guide to managing an aging workforce

(book, 44 pp.)

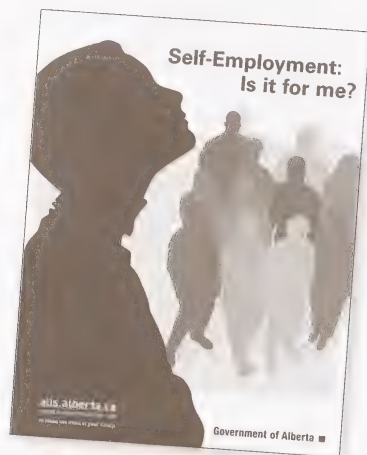
INTENDED AUDIENCE: employers, including managers/supervisors

The average age of the workforce is rising in Alberta workplaces. Employers are looking to retain their valued older workers (age 45+) and, in some cases, are in a position to hire older employees for vacancies in their organization. This publication examines perceptions and realities about the capabilities of the older worker and offers ways to keep your employees of any age safe and healthy on the job.

Catalogue Item # 623852

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Self-Employment

Is it for me?

(book, 28 pp.)

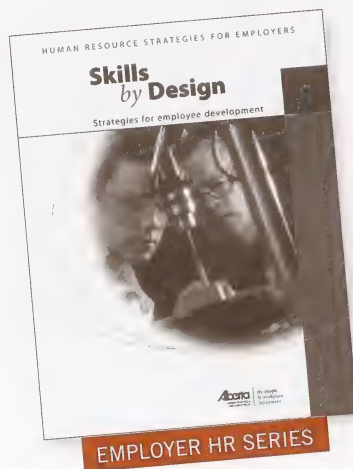
INTENDED AUDIENCE: job seekers; workers

Thinking of becoming your own boss? This primer outlines the benefits and challenges of self-employment and examines the motivation, skills, traits and background of successful entrepreneurs. It explores the various forms of self-employment and how to get started in business. There are hints to get you thinking about innovative products and services, information on writing business plans and more.

Catalogue Item # 332437

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each



Skills by Design

Strategies for employee development

(book, 48 pp.)

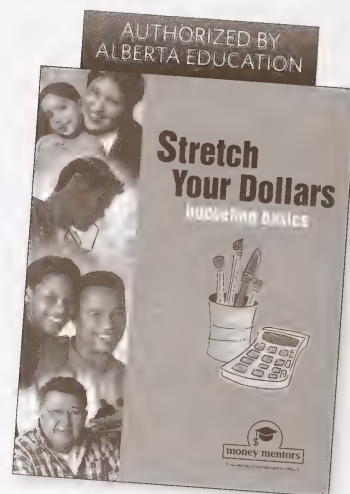
INTENDED AUDIENCE: employers, including managers/supervisors

Taking the time to read this book is an investment in your company's future. *Skills by Design* is a toolbox for employers looking to sharpen the skills of their workforce. The publication makes the case that any business, no matter how small, should have the tools and know-how to build and enhance employee skills. It features the why to, how to and practical what to do of employee skills development.

Catalogue Item # 567290

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Stretch Your Dollars

Budgeting basics

(book, 32 pp.)

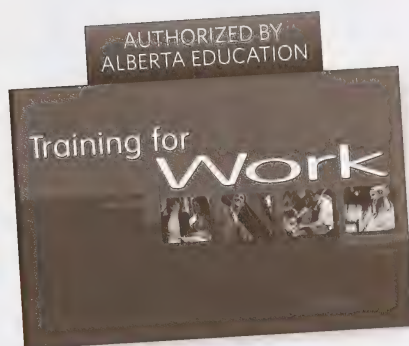
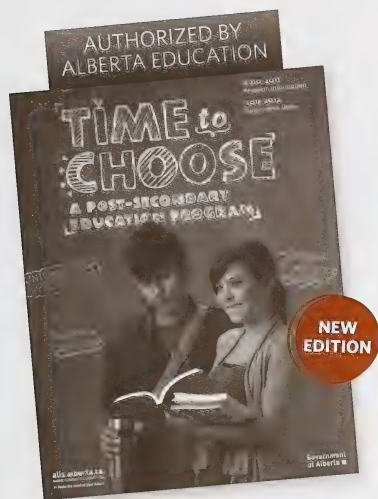
INTENDED AUDIENCE: newcomers; workers; parents; youth; teachers/counsellors

Would you like to get as much as possible from each dollar you have? This publication, produced by Money Mentors, will guide you through the budget process. Includes helpful tips and suggestions on how to cut your expenses, boost your income and access useful information, services and programs.

Catalogue Item # 534067

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: An online copy is available at alis.alberta.ca/publications.



Time to Choose... a post-secondary education program

2010–2011

(book, 80 pp.)

INTENDED AUDIENCE: youth; parents;
teachers/counsellors

Planning to take further education in Alberta? *Time to Choose* has up-to-date information on various education options, what programs are offered and where, overviews and features of Alberta educational institutions, contacts and more.

Includes 2010–2011 program information and 2011–2012 application deadlines.

Catalogue Item # 757337

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1–9 copies \$6.50 each
10+ copies \$6.00 each

For additional information on educational programs in Alberta, see *EDinfo* at alis.alberta.ca/edinfo.

Training for Work

(book, 48 pp.)

INTENDED AUDIENCE: youth; job seekers;
workers; teachers/counsellors

Training for Work offers creative alternatives to the traditional full-time classroom setting. Take advantage of opportunities that will maximize your training options and consider how mentoring, volunteering, self-study, short-term courses and on-the-job training will boost your employability.

Catalogue Item # 534083

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1–9 copies \$5.00 each
10+ copies \$4.00 each

Welcome to Alberta

Information for newcomers

(book, 84 pp.)

INTENDED AUDIENCE: newcomers

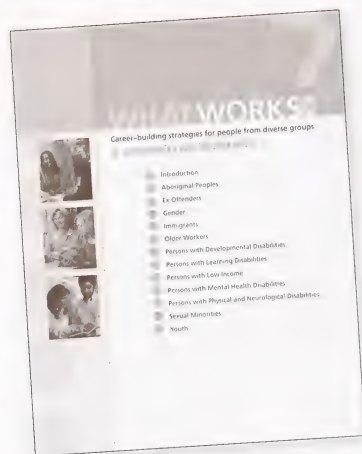
This guide for newcomers to Alberta provides useful information for settling and living in the province. The publication covers a wide range of topics, including housing, employment, education, health care, climate, banking, shopping, transportation, child care, the legal system and social customs. It has also been expanded to include information for Temporary Foreign Workers. In addition, the guide includes a list of key contacts.

Catalogue Item # 752510

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1–9 copies \$7.50 each
10+ copies \$6.50 each

For the most current information, visit the Government of Alberta's immigration website at albertacanada.com/immigration.



What Works

Career-building strategies for people from diverse groups

(online resource)

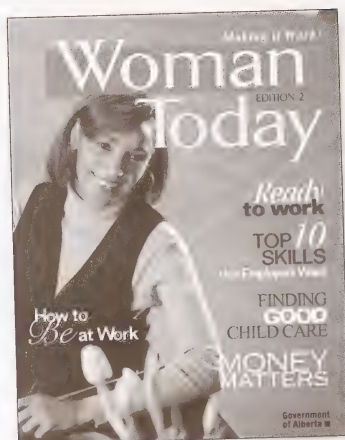
INTENDED AUDIENCE: career and HR practitioners

What Works is an online career resource with client-focused, strength-based approaches for those who counsel or work with diverse groups. Statistics, terminology, history and legislation are also included. The following groups are presented in chapters that can be individually viewed online or printed: Aboriginal peoples, ex-offenders, gender, immigrants, older workers, persons with developmental disabilities, persons with learning disabilities, persons with low income, persons with mental health disabilities, persons with physical or neurological disabilities, sexual minorities and youth.

Available online only.

Professional Resource

Download at alis.alberta.ca/publications.



Woman Today

Making it work!

(book, 56 pp.)

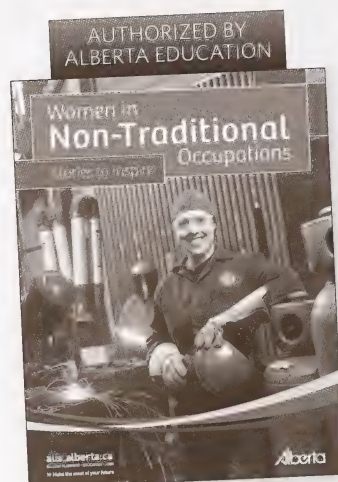
INTENDED AUDIENCE: job seekers; workers

A bright, information-packed book for women who are getting ready to step into the world of paid work, either for the first time or after some stops and starts. *Woman Today* will help you balance all the new demands in your life with confidence. "Could Self-Employment Work for You?" or "Finding Good Child Care": these and many more articles present valuable information on everything from acting professionally to delegating household chores. Plus valuable advice on what to do about sexual harassment in the workplace.

Catalogue Item # 356643

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Women in Non-Traditional Occupations

Stories to inspire

(book, 40 pp.)

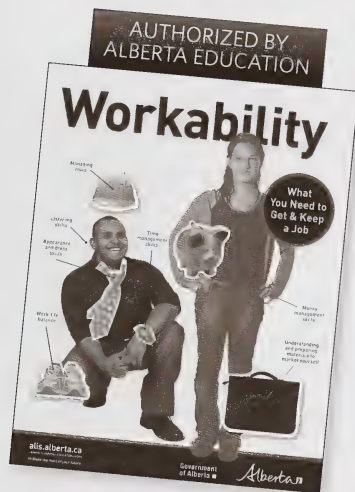
INTENDED AUDIENCE: youth; job seekers; newcomers; parents; teachers/counsellors

With more than 30,000 occupations to consider, how do you choose the one that's right for you? Be inspired by stories of Alberta women who took the non-traditional career path, and learn about their struggles and rewards along the way. These women did it, and you can too! Also includes resource information for career planning, education planning and scholarships.

Catalogue Item # 752508

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Workability

What you need to get & keep a job

(book, 56 pp.)

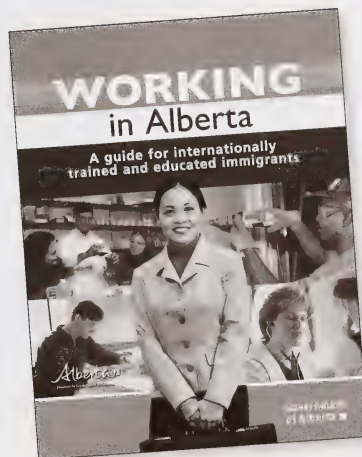
INTENDED AUDIENCE: youth; job seekers; newcomers; workers; teachers/ counsellors

This handbook provides practical information about key skills and attitudes required by job seekers in today's job market. It includes activities to self-assess current skills and develop the skills and attitudes needed for success in the workplace.

Catalogue Item # 675134

Alberta, NWT and Nunavut residents: FREE

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Working in Alberta

A guide for internationally trained and educated immigrants

(book, 76 pp.)

INTENDED AUDIENCE: newcomers

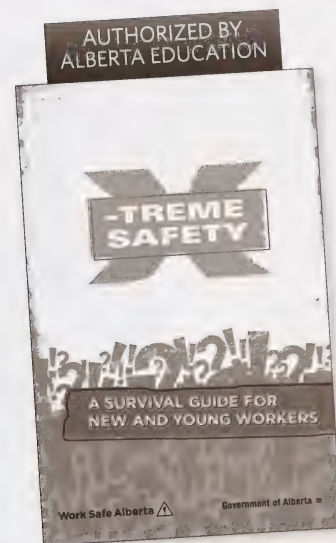
Have you obtained your education and skills training outside of Canada? Do you need to make some decisions about your work life in Alberta? If so, this guide could help you get started. *Working in Alberta* can help you research your occupation in Alberta, look at other work alternatives and become familiar with the Alberta workplace. You'll find information on topics including recognition of international qualifications, registration and certification, occupational information, career management, job search skills and the labour market. It also includes information about the agencies, professional organizations, government departments, websites and publications that can help during this period of transition.

Catalogue Item # 567307

Alberta, NWT and Nunavut residents: FREE

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each

For the most current information, visit the Government of Alberta's immigration website at albertacanada.com/immigration.



X-treme Safety

A survival guide for new and young workers

(book, 44 pp.)

INTENDED AUDIENCE: youth; newcomers; workers; parents; employers, including managers/supervisors; teachers/ counsellors

This survival guide for young, inexperienced workers is packed with information about workplace health and safety regulations and employment standards in Alberta. Through personal stories, quizzes and checklists, youth gain the information they need to contribute to working in a safe, healthy and fair work environment. The book includes a detachable bookmark that can be used as a reminder for youth to take charge before they take on the job world.

A series of four posters, *Young Workers: What are you working for*, is also available. See page 25.

Catalogue Item # 454992

Alberta, NWT and Nunavut residents: FREE

Out of Alberta: 1-9 copies \$5.00 each
10+ copies \$4.00 each

POSTERS



(11" x 17")

ALIS: Your future
Catalogue Item # 752436



(11" x 19.25")

Career Information Hotline
Catalogue Item # 708563



(15" x 24")

Physics Connections
Catalogue Item # 418500



(24" x 11")

Life Changes
Catalogue Item # 462276

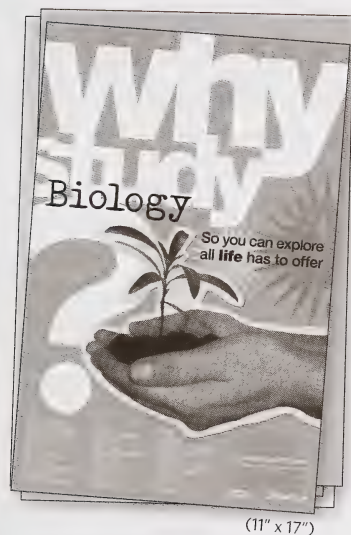


(29" x 7.5")

Skill Crazy
Catalogue Item # 108482

Young Workers Poster Series

Why Study? Poster Series



(11" x 17")

Why Study Biology?

Catalogue Item # 755294

Why Study Chemistry?

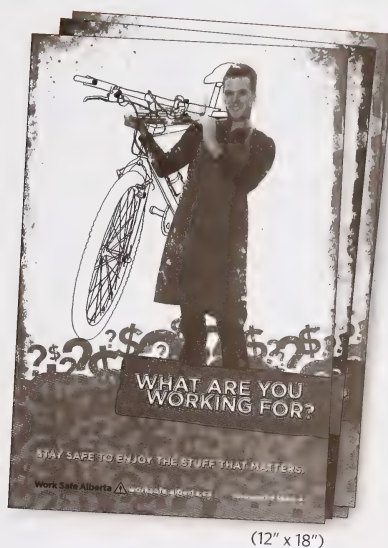
Catalogue Item # 755295

Why Study English?

Catalogue Item # 755293

Why Study Math?

Catalogue Item # 755292



(12" x 18")

What are you working for? (Bicycle)

Catalogue Item # 707911

What are you working for? (Guitar)

Catalogue Item # 707888

What are you working for? (Shopping)

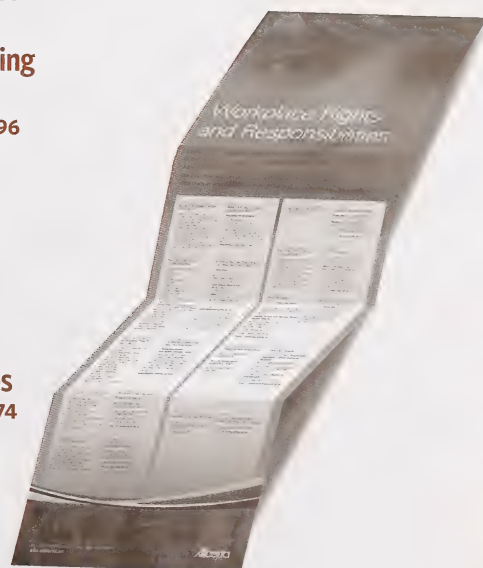
Catalogue Item # 707903

What are you working for? (Snowboard)

Catalogue Item # 707896

Workplace Rights and Responsibilities

Catalogue Item # 567274



(11" x 34")

Price for all posters

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$5.00 each

10+ copies \$5.00 each

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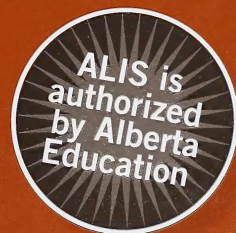
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